

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Friday, 14 July 1961

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member Dr. [REDACTED] 25X1A9a
C/OD - Voting Member Dr.
C/CD - Voting Member Dr.
C/SD - Voting Member Mr.
PO/MS - Executive Secretary Mr.
Secretary to C/MS - Recording Secretary . . Miss [REDACTED]

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 15 June 1961 were approved by the Members without comment.

2. Review of Fitness Reports

The Executive Secretary reviewed briefly the Fitness Reports recently completed on the following personnel:

25X1A9a [REDACTED] r., GS-14, Medical Officer
[REDACTED] ., GS-13, Medical Officer
[REDACTED] , GS-6, Medical Technician
[REDACTED] GS-4, Clerk-Typist

These Reports are available for further individual review by the Members.

3. Recommendations for Promotion

25X1A9a a. [REDACTED] GS-12, Intelligence Officer (Medical Sciences).
25X1A9a A request from Dr. [REDACTED] for the promotion of Mr. [REDACTED] to GS-13 25X1A9a
was reviewed by the Executive Secretary, who noted that the position
25X1A9a occupied by Mr. [REDACTED] was upgraded to GS-13 on 30 June 1961. The
Executive Secretary recommended approval of the promotion; the Members
concurred.

25X1A9a b. [REDACTED] GS-7, Medical Technician. The request for
25X1A9a promotion of Mr. [REDACTED] to GS-8, as submitted by the Acting Chief Tech-
nician and endorsed by C/CD, was reviewed by the Executive Secretary who
25X1A recommended approval of this promotion even though [REDACTED] is preceded 25X1A9a
on the Competitive Evaluation Rating by [REDACTED], currently assigned 25X1A9a
25X1A6a at [REDACTED] C/OD felt the officials of [REDACTED] should be queried regarding Mr. 25X1A9a
25X1A9a [REDACTED] promotion before Mr. [REDACTED] action is approved, in keeping with
previous Medical Staff policy in this regard. However, the Members voted
25X1A9a to promote Mr. [REDACTED] at this time and to await a recommendation from [REDACTED] 25X1A6a
25X1A9a regarding Mr. [REDACTED] suitability for promotion without soliciting such
opinion.

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c. The following promotions were approved by the Board Members without discussion:

25X1A6a

[REDACTED] Secretary-Stenographer, from GS-4 to GS-5
[REDACTED] Clerk-Typist, from GS-4 to GS-5

4. Assignment

Medical Technician, WH Area [REDACTED]. The Executive Secretary reviewed briefly the requirements for this position which involve minor surgery and first aid in an isolated area. The Executive Secretary recommended the assignment of [REDACTED] GS-7, Medical Technician, to this position. The Members concurred in this recommendation.

25X1A2d1

25X1A9a

25X1A9a

In discussing this assignment, C/CD noted the difficulty involved in maintaining current workload schedules when technicians are removed from the Laboratory for other assignments. The Executive Secretary assured C/CD that [REDACTED] will be replaced in the Laboratory by [REDACTED] when he returns from assignment to [REDACTED] in early August. In this connection, DC/MS asked if the Medical Staff had reached its numerical strength as far as medical technicians are concerned and if the recruitment of this category of personnel has ceased. Since this matter appeared to involve a lengthy discussion, C/MS asked that the subject be deferred until the Personnel Briefing scheduled for Monday, 17 July, at 9 o'clock.

25X1A9a

25X1A2d1

5. Review of Training Evaluation Reports

C/OD reviewed the results of training recently completed by the following personnel:

25X1A9a
25X1A

[REDACTED] GS-14, Administrative Officer - Agency Management Course No. 66;

25X1A9a

[REDACTED] GS-11, Medical Service Officer - Navy courses in Atomic Medicine and Hospital Personnel Administration;

[REDACTED], GS-3, Clerk-Typist - Agency entrance-on-duty clerical training.

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

25X1A9a

[REDACTED] GS-10, Medical Service Officer
[REDACTED] GS-9, Secretary-Stenographer
[REDACTED] GS-8, Head Nurse
[REDACTED] 7, Administrative Assistant
[REDACTED] GS-4, Clerk-Typist
[REDACTED] GS-4, Clerk-Typist
[REDACTED] GS-3, Clerk

MS/mam

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